

ADM-5.2

DD/S&T 2783-64
16 October 1964

MEMORANDUM FOR: Administrative Officer, OSA

SUBJECT : Mailing Procedures

1. When the DD/S&T Registry is used in the processing of documents which require mailing through the U. S. Post Office, either through overt or covert channels, the following procedures must be adhered to:

a. Envelopes will be prepared for mailing by the originating component.

b. Envelopes should remain open when submitted to Registry so that the contents can be inspected to assure compliance with security and mailing regulations.

2. It would be appreciated if the above information be passed on to appropriate personnel in your office as soon as possible.

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Chief, Administrative Staff
DD/S&T

Distribution:

Orig. & 1 - addressee
2 - DD/S&T Registry
1 - AO Chrono

AO/DD/S&T: [REDACTED] 4427:rl:16 Oct 64

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